

MBI Team Meeting Agenda

Date/Time: _____

Location: _____

| | | | |
|---|---------------------------|----------------------------|---------------------|
| <u>Members present:</u> 1. 2. 3. 4. 5. 6. 7. 8. <u>Guests:</u> 1. 2. 3. | <u>Updates:</u> 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| <u>New Agenda Items/Discussion:</u> 1. | <u>Tasks/Assignments:</u> | <u>Who is Responsible?</u> | <u>Target Date:</u> |
| 2. | | | |
| 3. | | | |
| 4. | | | |

Next Meeting date/time/location: _____

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Meeting Assessment

| | Needs work – Satisfactory - Outstanding | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Team members are clear about the roles and responsibilities. | | | | | |
| Team members are clear about the task to be accomplished. | | | | | |
| All team members participate actively. | | | | | |
| Team members stay on task and on topic. | | | | | |
| The topics discussed connect with action plan goals and objectives. | | | | | |
| A communication system is in place to share information discussed during the meeting. | | | | | |
| The administrator is supportive of the team. | | | | | |
| Team members demonstrate follow-through with assigned tasks. | | | | | |
| Data were used as part of the problem solving and intervention planning process. | | | | | |
| A process was used to effectively solve problems. | | | | | |
| Specific target/s for more effective team meetings: | | | | | |